

Training Summary

Title of Training: _____

Trainer(s): _____

Trainer Qualifications: Resume on file Resume attached

Date: _____ Time (Start /End): _____

Location: _____ Program/Agency: _____

Curriculum Development Hours¹: _____ Curriculum Site Customization Hours²: _____

¹Time spent developing a new training – can include modifying an old training to the point of needing a new title (up to 150% of class length. ²Time spent modifying a training for a new audience (up to 50% of the class length.

TRAINING SUMMARY

The training summary needs to include training objectives, content themes and training techniques.